

National Aeronautics and
Space Administration



EXPLORE SMALL BUSINESS

NASA Mentor-Protégé Program

David Brock, MSFC Small Business Specialist and
NASA Mentor Protégé Program Manager

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Purpose of the NASA Mentor-Protégé Program (MPP)

To provide incentives for NASA contractors to assist eligible small businesses, as defined in NASA Federal Acquisitions Regulation (FAR) Supplement (NFS) 1819.72, in enhancing their capabilities to perform as prime contractors, subcontractors, and suppliers under Government and commercial contracts.

Reboot of the NASA MPP

- Effective October 1, 2019, the MSFC Small Business Office (SBO) is now the lead Center for coordinating and managing the NASA MPP.
- Rebranding of all MPP forms, templates, and guidebook was completed in February 2020.
- All MPP Forms, templates, and guidebook are available on the NASA OSBP Website at <https://osbp.nasa.gov/mpp/index.html>.
- On March 1, 2020, the NASA/MSFC SB Office started accepting new Mentor-Protégé agreements (MPA).

NASA MPP Forms, Templates, and Guidebook

- Agreement Checklist
- Mentor Annual Report Template
- Mentor Application Template
- Mentor-Protégé Agreement (MPA) Template
- MPA Guidebook
- Protégé Application Template
- Protégé Post-Agreement Report Template
- Protégé Annual Report Template

What's New

- Creation of a new dedicated NASA MPP Inbox for processing all NASA MPP related documentation:

MSFC-NASAMentorProtegeProgram@mail.nasa.gov

- Establishment of a new dedicated Phone number for receiving inquiries specific to the NASA MPP only: 256-544-7768

What's New (Cont.)

- The NASA MPP Program Manager will have 30 business days excluding holidays (45 calendar days) to review and approve MPAs.
- Minimum period of performance for MPAs is one year...maximum three years.
- MPAs can be extended on 6 month intervals and/or up to one year.
- No limit on number of MPAs a protégé can participate in as long as the developmental assistance differs from past MPAs, and are only participating in one MPA at a time.
- Semi-Annual reporting changed to Annual reporting.
- NASA MPP PM will conduct informal Semi-Annual VITs or Telecoms with Mentor, Protégé, CO, COR, and Center SBS.
- New Agreements, Applications, and Annual Reports will go from Mentor to Center SBS to our new dedicated NASA MPP Inbox.

Active NASA Mentor-Protégé Agreements (MPAs)

NASA Center	Mentor	Protégé	Protégé's SB Classification(s)	Contract No.	MPA Duration	End Date
JSC	KBRWyle	JES Tech	EDWOSB, SDB, WOSB	NNJ15HK11B	36 Months	09/09/2021
KSC	a.i. Solutions, Inc.	Red Canyon Software	HUBZone certified, SDVOSB	NNK17LA01C	24 Months	10/01/2020
MSFC	Jacobs	JBS Solutions, Inc.	HUBZone certified, SDB, WOSB	80MSFC18C0011	24 Months	04/30/2022
MSFC	Boeing	Southern University	HBCU	NNM07AB03C	18 Months	12/22/2021
NSSC	Leidos	Sure Secure Solutions, LLC	EDWOSB	80NSSC19D0001	24 Months	06/30/2022

Mentor Eligibility/Participation Requirements

- Mentor must be eligible for receipt of government contracts.
- Mentor must be approved by the NASA MPP PM...Approvals good for six years.
- Mentor must be a large prime contractor performing under a NASA contract with an approved subcontracting plan.
- No limit on number of agreements a mentor can have.
- Mentors can simultaneously have multiple agreements with various protégés.

NASA Approved Mentors - Status

Mentor Name	Expiration Date	Mentor POC	Phone No.	E-mail Address
a.i. Solutions, Inc.	7/12/2024	B. Steve Owens	321-867-0670	steve.owens@ai-solutions.com
AECOM	1/28/2024	Shawn Ralston	703-559-1338	shawn.ralston@aecom.com
Aerojet Rocketdyne	10/5/2021	Georgina (Gina) Gastelum	818-586-2361	georgina.gastelum@rocket.com
Assurance Technology Corporation (ATC)	1/12/2021	Michael Renfroe	978-369-8848	mrenfroe@assurtech.com
Bechtel National, Inc.	5/20/2026	Lisa Tribuce-Leoung Tat	703-429-6261	ltribuc@Bechtel.com
CSRA, LLC	12/26/2022	Bruce Moore	256-947-5033	bruce.moore@gdit.com
Deloitte & Touche, LLP	10/25/2026	Victoria Vo	703-585-3946	vicvo@deloitte.com
Enterprise Services, LLC	10/9/2023	Jeff Henderson	703-736-4015	jeff.henderson@perspecta.com
Hamilton Sundstrand Space System International, Inc.	12/14/2022	Mark Beardslee	860-654-6897	mark.beardslee@utas.utc.com
Honeywell International, Inc. (Aerospace-Glendale)	12/5/2023	Cruz Andino Vargas	787-658-2289	cruz.andino@honeywell.com
Jacobs Technology, Inc	9/8/2026	JoAnn Belt	256-961-1769	joann.v.belt@nasa.gov
Leidos Innovations Corporation	11/13/2023	Chireda Gaither	571-526-6026	chireda.b.gaither@leidos.com
LJT & Associates, Inc.	9/17/2023	TBD	TBD	TBD
Lockheed Martin	12/22/2026	Orysia Buchan	315-456-3018	orysia.d.buchan@lmco.com
Millenium Engineering and Integration Company	8/17/2021	Daniel Deans	703-413-7740	ddeans@meicompany.com
Northrop Grumman	2/19/2021	Jenifer Scoffield	435-863-2017	jenifer.scoffield@ngc.com
PAE Applied Technologies, LLC	4/3/2023	Stephen Bettrel	281-224-5874	stephen.p.brettel@nasa.gov
Raytheon Company	11/19/2020	Crystal King	571-250-3725	crystal_l_king@raytheon.com
Science Applications International Corporation (SAIC)	12/17/2020	Elizabeth (Liz) Tomka	703-677-2910	elizabeth.a.tomka@saic.com
Sierra Lobo, Inc.	4/3/2023	Chuck Stidham	567-401-1051	cstidham@sierralobo.com
Sierra Nevada Corporation	11/17/2020	Velinda Highfill	775-849-6507	velinda.highfill@sncorp.com
Southwest Research Institute	5/31/2022	Eva Carpenter	210-522-2237	eva.carpenter@swri.org
Teledyne Brown Engineering, Inc.	6/25/2026	Debbie Batson	256-726-1393	debbie.batson@teledyne.com
The Boeing Company	4/7/2026	Kamisha Sanders	314-610-0311	kamisha.d.sanders@boeing.com
Wyle Laboratories, Inc. d/b/a KBRWyle	10/19/2022	Jamie Downs	281-853-5027	Jamie.downs@us.kbr.com

*Highlighted Companies are either new or recently renewed.

Protégé Eligibility/Participation Requirements

- Protégé must be eligible for the award of Federal Government contracts.
- Protégé must be able to certify as small against the NAICS code size standard that represents the contemplated supplies or services to be provided by the Protégé to the Mentor.
- No limit on the number of times a Protégé can participate in the NASA MPP, but only one agreement at a time (applies only to past NASA MPAs since January 2008).
- In those situations where Protégés have participated in past MPAs, the developmental assistance received from Mentors cannot be duplicated.
- Protégé must be classified in one of the business classification types in order to participate in the NASA MPP.

Protégé Eligibility Requirements – Business Classification Types

- Small Disadvantaged Businesses
- Women-Owned Small Businesses, Historically Underutilized Business Zone Small Businesses
- Veteran-Owned Small businesses
- Service Disabled Veteran-Owned Small Businesses
- Historically Black Colleges and Universities and Minority Serving Institutions
- Companies participating in the Ability One Program
- Small Business Innovation Research Phase II Program
- Small Business Technology Transfer Phase II Program

Two Types of Agreements

- Credit Agreements:
 - Under this type agreement, a Mentor can count the cost of developmental assistance toward their subcontracting goals on a one to one basis.
 - Credit is reported on the Mentor's individual subcontract report.
- Award Fee Program:
 - Under this type agreement, a Mentor is eligible to receive a separate award fee for the accomplishments of its developmental assistance to the Protégé (\$100K max).
 - To be eligible, Protégé must be performing under a SBIR Phase II or STTR Phase II contract...emphasis on raising the Technology Readiness Level.
 - An Award Fee Panel will be created by the PM to monitor success.
 - Award Fee Panel will review the Annual reports and reviews to determine the amount of an award fee to be given at the end of the performance period.
 - Award fee will then be transferred to the Mentor via the contract vehicle that was modified to include the MPA.

Getting Started

- Mentor and Protégé are responsible for researching the company which possesses the best synergy that best aligns with their organization's mission, vision and goals.
- Once the Mentor and Protégé have determined they are a good match, both organizations should collaboratively meet to conduct a needs assessment for the Protégé.
- Mentor should meet with the Center's SBS, CO and COR to discuss plans for a MPA submission.
- When ready, the Mentor can move on to the next step of preparing the MPA.
- Mentor will submit its agreement to the Center where it has a prime contract with an approved subcontracting plan and where it will be mentoring its Protégé.
- Following the submission of the necessary applications/templates to the Center's CO, COR, and SBS, the information is vetted, endorsed and sent to the NASA MPP PM at MSFC for final approval.

Content of MPA

- Mentor's cover letter outlining content of agreement signed by the mentor POC
- Protégé Application
- Mentor Application, if applicable
- Mentor-Protégé Agreement
- Signed letters concurring to termination procedures, compliance for agreement reporting requirements and concur to needs assessment statement from both the Mentor and the Protégé
- Technical and Cost Proposals
- Work Breakdown Structure (WBS)/Gantt Chart and Milestone Chart
- SBS, CO and COR Endorsement Letters

Things to Consider When Preparing an MPA

- Make sure MPA package contains all required documentation before submitting.
- Make sure developmental assistance split of 70/30 is correct both in hours and dollars:
- Developmental assistance for businesses should reflect 70 percent technical/30 percent business
- Developmental assistance for HBCUs/MSIs should reflect 70 percent business/30 percent technical.
- Make sure other direct cost (ODC) do not exceed 10 percent of the proposed direct labor cost.
- Make sure MPA has a perceived benefit and value to NASA.
- Make sure mentor is the primary entity responsible for the mentoring...no more than 20 to 25 percent should be provided (10 to 15 percent on an average) by other entities such as PTACs, SBDCs, etc.
- Make sure milestones outlined by the Mentor are valid and obtainable.
- Make sure CO has modified the contract with the clause from NFS 1852.219-79 along with incorporation of the developmental assistance portion of the MPA, the technical volume, and Gantt chart ahead of the official MPA start date (anticipating changes to the NFS).

MSFC Small Business Program Contacts

CONTACT	TITLE	EMAIL	PHONE
David Brock	Small Business Specialist	david.e.brock@nasa.gov	256-544-0267
Esther Veras	Procurement Analyst – Seventh Sense Consulting	esther.veras@nasa.gov	256-544-8816
Cheryl Webb	Procurement Analyst – Seventh Sense Consulting	cheryl.l.webb@nasa.gov	256-544-6263
Chip Jones (acting)	Small Business Technical Advisor	chip.jones@nasa.gov	256-544-2701
Doug Gerard	SBA PCR	douglas.gerard@sba.gov	256-544-0681

Location: Office hours: 7:00 a.m. – 4:30 p.m. (CST)